

**UNITED STATES DISTRICT COURT  
District of Colorado  
901 19<sup>th</sup> Street  
Denver, Colorado 80294**

**EMPLOYMENT OPPORTUNITY**

**Position Title: Case Management/Electronic Case Files (CM/ECF) Project Manager**  
Announcement Number: 05-02-USDC

Opening Date: November 23, 2004  
Closing Date: Open Until Filled

Grade: CL 28  
Starting Salary Range: \$49,365 - \$67,886\*  
\*Starting salary will be commensurate with experience and qualifications.  
Salary setting based upon Court Personnel System guidelines

This position is located in the U.S. District Court for the District of Colorado. This position is a full time permanent appointment. Full federal government benefits are available.

The incumbent is primarily responsible for the project management and thereafter administration of Case Management/Electronic Case Files (CM/ECF). The incumbent will serve as one of the principle coordinators of the CM/ECF implementation process. This position will report directly to the Chief Deputy Clerk and Clerk of Court as may be appropriate.

**Representative Duties:**

Primarily responsible for organizing the project management of the CM/ECF project.

Using recognized project management techniques, monitors assigned project tasks for timeliness and within budget. Scheduling compliance to intended processes and procedures and utilizes time lines by which the project will be monitored and maintained.

Oversees the day-to-day administration, operation, and support of the CM/ECF systems and its direct application and associated functions.

Makes presentations, conducts training and technical briefings for court management and staff, as well as judges and members of the bar regarding CM/ECF system related topics.

Acts as primary liaison with the Administrative Office, counterparts in other courts, and others in the data processing community regarding issues related to the CM/ECF systems.

Effectively plans, schedules, controls, and identifies project risks.

Coordinates the analysis, development, training, and end-user support of all aspects of CM/ECF.

Develops or coordinates development of specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit.

Develops software or coordinates development of software to extract information from existing system databases or, conversely, to add information to the database.

May be involved in some day-to-day operations of the equipment and systems. Acts as the technical expert in solving Unix computer system problems.

May perform other duties as assigned.

### **Required Qualifications:**

- B.S. in Computer Science or Information Systems; or 5 years equivalent work experience.
- Minimum of 2 years experience as a Project Manager or in a position utilizing project management skills and techniques. This includes managing a medium to large scale project, with 7 - 20 team members.
- Previous supervisory experience.
- Excellent verbal and written communication skills.
- Excellent knowledge in WordPerfect 9.0/MS Word 2000, MS Powerpoint 98 or higher, and Microsoft Project 98 or higher.

### **Desirable Qualifications:**

- Knowledge of CM/ECF
- Knowledge of legal system and terminology
- Knowledge of federal civil and criminal case flow
- Previous experience within the court environment (federal preferred)
- Previous experience with training
- Technical writing abilities (for documentation)
- Experience in working within and managing a budget
- UNIX administration background
- Database administration (preferably Informix)

### **The ideal candidate will possess the following qualities:**

- Ability to balance the demands of varying workload responsibilities and deadlines.
- Excellent customer service skills, professional demeanor.
- Excellent attention to detail, ability to work in a self-directed environment as well as a team environment.
- Ability to work extended hours when necessary.

## **Application Procedure:**

Submit cover letter, resume and application form (application form available at [www.cod.uscourts.gov](http://www.cod.uscourts.gov)) to:

Human Resources Division  
Attn: 05-02-USDC  
721 19<sup>th</sup> Street, Room 129  
Denver, CO 80202

Application materials will also be accepted via facsimile at **303-844-0607**

## ***Information for Applicants***

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected. Finalists for the position will be subject to a background investigation.

The selected applicant will be subject to a one-year introductory (probationary) period of “AT WILL” employment and will be subject to “AT WILL” employment thereafter. A knowledge/skills/abilities assessment will be required of applicants considered for interviews.

## ***Employee Benefits***

Full-time permanent employees of the United States Courts are not included in the government’s Civil Service Classification program. They are, however, entitled to the same benefits as other Federal Government Employees. Some of the benefits are:

13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year and paid sick leave.

Ten paid holidays per year.

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Participation in the Civil Service Retirement Program or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.

Participation in the Federal Health Insurance Program.

Participation in a Federal Employees Group Life Insurance Program.

Opportunity of participation in Flexible Spending Account.

Opportunity of Long Term Care enrollment.

Opportunity for Credit Union membership.